



NEW/RENEWAL CERTIFICATE INSTRUCTIONS FOR OWNERS, MANAGEMENT COS., AND MORTGAGEES

For assistance Ordering a Certificate or with the website, contact EOIDirect Monday-Friday 9:00 am to 8:00 pm EST at 877-456-3643

FIRST TIME USER REGISTRATION
Please register by selecting a user group below:

Please Select Here
Please Select Here
Insurance Agent
Financial Institution
Mortgage Broker/Company
Homeowner/Home Buyer
Mgmt Company/Association
Closing Agent/Escrow Officer
Attorney
Real Estate Agent

Control Center

- **Evidence of Insurance:** Order a certificate of insurance.
 Check here if you are paying for a previous order.
- **History:** View previous orders.
- **Account Profile:** Edit your account profile and change your password.
- **Orders Pending:** View submitted orders that are pending third party payment.

Select Delivery Method

The cost for this renewal certificate is identified below. If charges apply, you will not be charged until you receive your certificate.

Email
\$0.00 (USD)

Fax
\$0.00 (USD) () -

1. Visit eoidirect.com
2. Register as a First Time User
3. Log into your account.
4. Click on "Evidence of Insurance".
5. Search for your condominium name
6. Select your association, "Continue".
7. Choose the 4th option that indicates you received a letter from your lender, "Continue".
8. Fill in the Homeowner's last name and loan number, "Continue".
9. Fill out all required fields for Homeowner and Lender, "Continue".
10. Confirm the order information, "Continue"
11. Select delivery method where you would like the certificate sent.